



Professional Computer Systems, Co.

Professional Computer Systems, Co.  
3710 Timberline Drive  
Denison, IA 51442  
712-263-3106  
www.pcscoco.com

## *Utilit-e Insight* Payroll – W-2’s & 1099’s

### Wednesday, December 16, 2009

**Course Location:**

Professional Computer Systems, Co.  
Denison, Iowa 51442  
712-263-3106

**Course Schedule:**

The class begins at 1:00 PM CST and ends approximately at 3:00 PM CST.

**Register one of the following ways:**

- Call Dana at PCS - 712-263-3106
- Fax this form to PCS at 712-263-8145 Attn: Dana
- E-mail to [danai@pcscoco.com](mailto:danai@pcscoco.com)
- Register online at:  
<http://www.pcscoco.com/productSupport/classRegistration.asp>

**Class Description:**

This process can change from year to year due to IRS changes and form changes. The goal of this class will be to update the participants on new features and review the processes that need to be completed in order to properly produce the W-2 and 1099-MISC forms from *Insight*.

**Prerequisite:**

*Utilit-e Insight* – Completed installation and implementation training.

Registration fee is included with the Annual Support Agreement.

**Fill out this form and fax back to PCS at 712-263-8145 or send via mail – PCS - PO Box 116 – Denison, IA 51442**

Please register the following person(s) for the *Utilit-e Insight Payroll – W2’s & 1099’s* class on December 16, 2009. Registration fee is included with the Annual Support Agreement.

Name: \_\_\_\_\_  
\_\_\_\_\_

Number of attendees: \_\_\_\_\_

Remote access requested: \_\_\_\_\_

E-mail: \_\_\_\_\_

Utility: \_\_\_\_\_

Phone: \_\_\_\_\_

Upon receiving your registration request a confirmation will be sent.



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